

*Approved
as read
4-16-07*

**OCONEE COUNTY LIBRARY BOARD
MINUTES OF THE QUARTERLY MEETING
JANUARY 8, 2007**

The meeting was called to order by Chairman Doris Firth. The quorum present consisted of the following: Doris Firth, Dorothy Peltier, Jerry Studdard, Alice Vernon, Ginger Griffith, Phyllis Luke, Art Zimmerman, and Brian Hawkins. Also present were Kathryn Ames, Judy Atwood, Clare Auwarter, and guest, Karen Wheat. Absent were Jim White, Janet Stratton, and Marty Lawrence. One correction to the October minutes was requested: under the Regional Director's Report, to change Atwater to Atwood. Jerry Studdard made the motion to approve the corrected minutes. Seconded by Alice Vernon. Motion approved. (Your Secretary has discovered two additional corrections needed in October's minutes: one to remove duplication of Alice Vernon's name in the listing of members present, and a second to change the word "we" to the word "be" in the paragraph under the Regional Director's Report.)

PUBLIC COMMENT

The Nominating Committee, consisting of Alice Vernon, and Jerry Studdard, recommended the following appointments to the OCLB: Doris Firth as Chairman, Janet Stratton as Vice-Chairman, and Dorothy Peltier as Secretary. The recommendations were approved.

REGIONAL DIRECTOR'S REPORT

Kathryn Ames reported that we are now midway through our fiscal year. We have received about 43.87% of our funding including 52.30% from the BOC and 30.19% from the BOC In-Behalf Expenditures. Letters will be sent to the cities of Bogart and Watkinsville and the Board of Education who have not paid their portion. There was an increase of costs in Advertising, Computer Software, and Copier Maintenance Contract areas. Computers received from the Gates Foundation resulted in less need for computer equipment that helped to even out the expenses.

Kathryn did recommend that Clare should use the gift money that is listed in the budget.

Kathryn suggested that the OCLB should consider contacting Georgia Representative Bob Smith, who serves on the House Appropriations Committee and chairs the Higher Education Subcommittee, to seek more funding for our library system. Kathryn invited members of the board to attend Georgia Library Day, in Atlanta, on February 13th. She suggested rides could be arranged if we wanted to attend. This would provide an opportunity to visit the Capitol and to make contact with our representatives.

Kathryn distributed "Tools for Trustees, The Georgia Public Library Trustee Manual" prepared by the Georgia Public Library Service for trustees appointed to local library boards.

Kathryn reported that as a result of Georgia's new Joshua's Law all young drivers have to take additional classroom and car training to obtain a license to drive. The classroom online training will not only be available at schools but certain libraries (ours being one) have been designated to provide this service. Grants will be given to the libraries to offset the expense for this service.

BRANCH MANAGER'S REPORT

Clare Auwarter gave a brief review of the Oct-Nov-Dec report of the library's activities. There was also a discussion of the January 2007 Calendar. Clare highly recommended that the board try to attend the scheduled Abrahamic Series, a 3-month series devoted to the three major faiths descended from Abraham: Christianity, Judaism, and Islam.

Clare provided a copy of the Oconee County Library Strategic Plan for trustees to review the long-range goals produced for the library five years ago. Clare reminded us that she had talked with Oconee County's Administrative Officer, Alan Theriault, about the SPLOST funds for the library needs. He recommended that she compile a prioritized list of improvements needed for both libraries to present to the BOC. With

this in mind, Clare started by asking her staff to email their suggestions for the improvements they perceived as being most needed. From their suggestions she compiled the list of the most important items that she felt had to be addressed. Clare explained and discussed each of the items on her list at a projected cost estimated to be around \$100,000. Jerry Studdard questioned if these items would come as expenditures under SPLOST or might it be better to have these items come under Capital Equipment as a part of Oconee County's Annual budget. He felt that SPLOST money is usually spent on big-ticket items such as the building of the new jail and the new park leaving very little for the library's needs.

At this point Clare introduced Karen Wheat, an Interior Designer from Wheat Interiors, Macon, GA, whom she contacted to consider a more thorough upgrade of the library incorporating the improvements on her list. Karen gave her presentation and provided a detailed floor plan of the changes that would cover the suggestions on Clare's list. She presented an excellent library setting that would improve the access and usability of the library. Her plan was estimated to cost \$500,000. Several board members, including Art Zimmerman and Jerry Studdard, suggested some alternative ideas to her plan that the board might want to consider. Karen recommended the board form a committee to decide what changes they might want to make to her plan. She said she would then develop a new plan to incorporate those changes. Art, Jerry, Clare, and Doris were appointed to form this committee and will follow up with the ideas that were suggested.

FRIENDS OF THE LIBRARY REPORT

Due to the absence of Jim White, the Friends of the Library Report was unavailable.

OLD BUSINESS

Clare will again contact Jan Thurmond, Bogart's mayor, about appointing a Bogart representative to the Library Board.

During January, 2007, a Burpee Book, entitled "The Complete Flower Gardener" by Karen Davis Cutler and Barbara W. Ellis, was presented to the Bogart Library in honor of retiring board member Deann Craft by the OCLB.

NEW BUSINESS

The board's next meeting will be on April 16th, at 4:30 pm, and will be at the Bogart Library. The motion to adjourn was made by Art Zimmerman. Seconded by Dorothy Peltier. Motion approved.

Respectfully submitted,
Dorothy Peltier
Secretary, OCLB

OCONEE COUNTY LIBRARY BOARD
MINUTES OF THE QUARTERLY MEETING
April 16, 2007

The meeting was called to order by Chairman Doris Firth. The quorum present included the following: Doris Firth, Dorothy Peltier, Jerry Studdard, Janet Stratton, Marty Lawrence, Jim White, Phyllis Luke, and Art Zimmerman. Also present were Kathryn Ames, Judy Atwood, Clare Auwarter, and new board member, Vera Gear. Absent were Ginger Griffith, Brian Hawkins, and Alice Vernon. Kathryn Ames introduced and welcomed our new board member from Bogart, Vera Gear. Doris Firth gave a brief review of our January minutes and of the February Finance Committee minutes. Janet Stratton made the motion to approve the minutes. Art Zimmerman seconded the motion.

REGIONAL DIRECTOR'S REPORT

Kathryn Ames thanked the members of the OCL Board, who may have contacted, or who went with her to visit Representative Bob Smith to ask for his support for future library projects. Those who went to Atlanta on Georgia Library Day included Doris Firth, Clare Auwarter, Janet Stratton, and Art Zimmerman. She reported that Rep. Smith seemed optimistic about future funding for libraries. Kathryn reported that Judy Atwood will be taking a new position in the library system and would be leaving our OCL Board. Kathryn reviewed the regional library financial report, explaining in more detail where the library budget is now, three-quarters of the way through the year. Kathryn reported that due to Debbie's resignation and Clare's temporary assignment at Oconee, funding is available for a second summer intern for 12 weeks. Also, there is sufficient computer funding available for the Oconee library to purchase one laptop.

BRANCH MANAGER'S REPORT

Clare Auwarter reviewed her report on the library's stats, programs, and activities for January, February, and March. She was pleased that the series on the Abrahamic faiths seemed to go well. She noted the success of the Teen's Pizza Party and the "Chocolate Tasting" activity. She felt that the visits by the NOCH Jazz Band and the Pepe Lopez's Mariachi Band were successful. Clare noted her visit to the Capitol to meet with Rep. Bob Smith. Clare said that it was time to prepare budget requests for FY2008. This will include the list of capital improvement projects that she and the Capital Improvements Committee of the OCL Board would then send to Alan Theriault and Jeff Benko as part of the OCL Library SPLOST request which will be presented to the BOC. Clare will also send an email to Dr. Dohrman explaining the urgent need for funds to improve and update library materials that she and the Finance Committee would request from the Board of Education. Clare reported that Karen Johnson has been hired to fill Carol Humphries position at the Library. Clare noted that several Vacation Reading Program plans are in the works.

FRIENDS OF THE LIBRARY REPORT

Jim White gave a brief review of the activities of the Friends of the Library Report. On February 10th, the Bogart Friends hosted the NOCH Jazz Band's "Musical Open House". And on March 18th, Friends provided matching funds for the Grassroots Art Grant Program to have the Pepe Lopez Mariachi perform as part of "Fiesta? You Betcha!". Friends hosted the author Many Kay Andrews' signing on March 22nd. Jim also reported that the Friends are producing an electronics newsletter now instead of printing paper copies for mailing.

NEW BUSINESS.

Discussion was held over a Preapplication for a new library that needed to be turned in to the Public Library Capital Outlay Grants Program if OCLB wanted to move forward on planning for a new library. After explaining and reviewing the preliminary estimates, and requesting that further information must be sought on some estimates, the board voted to take the next step, which is submitting estimated space needs and costs to the Chairman of the County Commission. After this there was a final discussion on the status of the current library, followed by a motion made by Jerry Studdard, to note that future needs of the present library will be met even if a new library is to be built. Janet Stratton seconded the motion.

Respectfully submitted,
Dorothy Peltier, Secretary, OCLB

**OCONEE COUNTY LIBRARY BOARD
MINUTES OF THE QUARTERLY MEETING
JULY 16, 2007**

The meeting was called to order by Vice-Chairman Janet Stratton. The quorum present included the following: Dorothy Peltier, Jerry Studdard, Jim White, Phyllis Luke, Vera Gear, Ginger Griffith, Alice Vernon and Art Zimmerman. Also present were Clare Auwarter and Kathryn Ames. Absent members included Doris Firth, Bryan Hawkins and Marty Lawrence. Janet Stratton made the motion to approve the April minutes. Jerry Studdard seconded the motion.

BRANCH MANAGER'S REPORT

Clare Auwarter reviewed her report on the library's stats, programs, and activities for April, May and June. She commented that her quarterly report included pictures of some of the many activities that the library held during the quarter. These pictures were part of monthly reports sent to our four funding agencies. Claire reported that the Oconee Library has been rewired with Cat 6 cable and that the library should soon be switching over to it. Phone service will switch to VoIP soon as well. This Cat 6 upgrade was the first SPLOST-funded request from the library to the county. Claire also reported that the library will be adding a second T1 line within the next few weeks. This work is scheduled by the Georgia Public Library Service and paid for by e-rate funding. Looking ahead at future library needs, preliminary estimates for a 30,000 square foot library were submitted to Chairman Davis at the end of April.

REGIONAL DIRECTOR'S REPORT

Kathryn Ames reviewed the library's final budget report for the FY2007 and then reviewed the starting budget for the FY2008. She noted the \$8,000 increase in funding from Bogart will be placed in the Bogart gift account. She noted in review of the FY07 budget the surplus under Wages and Benefits, due to the gap between the resignation of Debbie Thrasher and the hiring of our new branch manager. On the other hand, we are over-budget in Advertising, Computer Maintenance/ Software, and Supplies. Kathryn also reported on unanticipated computer-related purchases for both libraries using "windfall" money received from the Georgia Public Library Service at the end of their fiscal year. Additionally, the regional library system applied to the state and will receive two new computers per library as part of a new mandated statewide Driving Ed Program to start soon. The computers can be used by others when they are not being used by students. Kathryn, Clare, and a team from Athens are working on a grant to ALA and the National Association of Security Dealers to host a series of 5 workshops on financial planning and investments to be held at the Oconee and Athens libraries. Region-wide Staff Development Day, planned for late September, was approved by the board, and the Oconee County Libraries will be closed so all staff may attend. The theme this year is Web 2.0. Kathryn then discussed the construction funding bill for libraries sent to the State legislature and the fact that only 2 out of 7 requests were funded for the coming year.

FRIENDS OF THE LIBRARY REPORT

Jim White reported on the activities of the Friends of the Library since our last meeting. Questions were asked about the electronic newsletter. Jim will check on why some members have not received their newsletters. He then reported that the Sunday meeting with Louise Dodd discussing her cookbook "From White House to Jail House" was very successful. He also reported that nearly \$1000 has been raised with the "Mile a Penny" fundraiser. The Friends are also planning to participate at the Fall Festival. They will do an "Antique Junk Road Show". The Oglethorpe Library Friends will be helping the Oconee Library Friends with tips on how to run the event. Vera Gear, liaison with the Bogart Friends, reported that they do not meet over the summer. She did note,

however, that the Bogart Library hosted a great Magic Show at the start of the Vacation Reading Program.

OLD BUSINESS

Claire reported that the Oconee Board of Commissioners approved the entire list of Budget requests for FY2008. The Library Board expressed appreciation for the Commission's funding increase, a testament to their recognition of the important role libraries play in the community. She was particularly pleased with the increase for materials and computers, as well as funding for capital improvement projects through SPLOST funding – Bogart exterior painting and new shelving, Oconee sidewalk repair, EIFS work, meeting room enhancements, and outside lighting, among others. Clare reported she and Marvin Poe, head of County Operations and Facilities, are working on a Major Repair and Renovation grant to be submitted to the Regional Library Board and then on to the state for 50/50 matching funds for our restroom repair work. Looking ahead, Clare reported that Marvin Poe's examination of the Oconee roof, installed in 1996, showed blistering in some areas and will need attention in FY09.

More positive budgetary news: the Oconee County Board of Education approved the \$5,000 increase requested of them, aimed at improving resources for students at both libraries. The Oconee County Library Board expressed appreciation for this added support. We are grateful that both organizations work so well together to improve the education of our children.

NEW BUSINESS

With our current Strategic Planning document concluding in 2006/2007, Kathryn requested our board start working on a new 3 year Strategic Plan for both the Watkinsville and Bogart libraries. She suggested Focus groups be formed to meet with the public to talk about what they feel the library needs are or should be, and what they will be in the future. She suggested meeting up to three times for two or two and a half hour sessions to gather information. She asked that board members willing to serve on a Strategic Planning Focus committee notify Clare.

Respectfully submitted,
Dorothy Peltier, Secretary, OCLB

Approved 1/14/08

**OCONEE COUNTY LIBRARY BOARD
MINUTES OF THE QUARTERLY MEETING
OCTOBER 15, 2007**

The meeting was called to order by Chairman Doris Firth. The quorum present included Brian Hawkins, Marty Lawrence, Dorothy Peltier, Janet Stratton, Alice Vernon, and Jim White. Also present were Clare Auwarter and Kathryn Ames and new Extension Librarian, Donna Brumby. Absent members included Vera Gear, Ginger Griffith, Phyllis Luke, Jerry Studdard, and Art Zimmerman. Jim White made the motion to approve the July minutes. Brian Hawkins seconded.

BRANCH MANAGER'S REPORT

Clare Auwarter reviewed her report on the library's stats, programs, and activities for July, August, and September. Highlights included a Sunday afternoon program by cookbook author Louise Dodd sponsored by the Oconee County Library Friends, and a new monthly day time series called "Of Interest." The first program featuring historian Steve Curry drew an audience of 50 attendees, and the second program, featuring Probate Judge David Anglin, a crowd of 25. Clare was also pleased to report that the Watkinsville's library has already received a second T-1 line as our library had been maxing out the single T-1 line daily. She also noted that she will monitor the Bogart library's use since they are having similar problems. In addition to the T-1, Clare reported that the library was switched to a new telephone system, VoIP, and she has found it to be a terrific improvement. September was a particularly busy time for all the library staff as they took part in several meetings, including a SOLINET workshop, a quarterly quadrant meeting for Children's Services, and a Staff Development Day for the region. Finally, Clare reported on progress for a few approved FY08 projects. Particularly noted was the now daily cleaning being done in the Watkinsville library and having the new copier installed that has so many features that it will definitely enhance the library staff's ability to do their work. She mentioned that work orders have been put in for various needs at the Bogart library, including cleaning and painting, as well as, the shelving project. Clare noted that new computers, desktops and laptops have also arrived and are being put into place and that Mike Kastellec is testing the Blue Socket wireless server. Clare introduced Donna Brumby as the new Extension Librarian and spoke of the experience she brings and of the immediate help she has received from Donna.

REGIONAL DIRECTOR'S REPORT

Kathryn Ames reviewed the library's budget report for the first quarter of the FY2008. She noted the increase in funding from the Board of Education, which brings their contribution to \$40,000, and the \$11,000 in funding from the City of Watkinsville has been paid in full. She said the funding from the city of Bogart, based on their fiscal year, will not be available until March 2008 and at that time it will be placed in the Bogart gift account and overall operations account. Kathryn noted that the Oconee County BOC In-behalf support expenditures are not shown because the headquarters library had not yet received any monthly financial statements. Kathryn noted the gifts received FY08 and the gift materials purchased FY08 still leave money to spend on needed items not covered by budget. She reviewed the reason for the Vacation Reserve and One Months Operating Expenses that leaves a small surplus in the Fund Equity account. Kathryn also spoke of the Staff Development Day held at the regional library and informed us that Clare had been Co-Chair for this and that Mike Kastellec was one of the trainers for this event. She spoke of the value of this training for everyone involved. Kathryn gave us a copy of a Memorandum from Dr. Lamar Veatch, the State Librarian, sent to all Georgia Public Library Directors, to remind all trustees to be informed of the requirements of the Open Meetings Law as it applies to Georgia's public library boards, specifically of the actions needed to close any meeting. He particularly asked that this information should be shared with all library board members. Next, Kathryn brought to our attention a copy of the Commendation by the Governor of Georgia to all FOGL, both local and state, for the work that they do for libraries around the state raising money that provide resources for additional programming, much needed equipment, support

for children's summer reading, and special events throughout the year. Kathryn remarked about the all-time high number of library users in July this past summer and how this reflects on the good job the library staff is doing. She also mentioned that there will be a special program by the FOGL in November at the Decatur Library that will feature Stephanie Vance, "The Advocacy Guru", who will speak on how to influence local government agencies to adequately fund our library services. Kathryn invited us to participate if possible. Kathryn asked Donna Brumby to speak on the Outreach person, Kim Kibbey, who delivers books to the homebound. We learned that Oconee County does not have many signed up for this service, while the cities of Athens and Madison have the most. It was decided that some notice should be given in the Library newsletter to let the library patrons know that there is a service for the homebound here in Oconee County.

FRIENDS OF THE LIBRARY REPORT

Jim White agreed that the event with Louise Dodd discussing her cookbook "From White House to Jail House" was very successful. He was also pleased with the newspaper representative, Jason Winders, Executive Editor of the Athens-Banner Herald, who gave a talk at their annual meeting on the choices that editors make. New officers for 2008 were selected including Pat Hallow, President, Penny Milles, Secretary, and Janet Clapp, Treasurer. The Friends also participated at the Fall Festival manning a booth and handing out information on the library and on the activities of the Friends. And finally the Friends purchased \$300 in books in memory of Truitt Ray Billings, who died in August and who had been a long time library board member as well as Friend.

OLD BUSINESS

Clare reported that she and Marvin Poe, head of County Operations and Facilities, are in touch regarding building repair and maintenance projects for both library facilities. Kathryn reported that GPLS has funded a few roofing and heating and air-conditioning projects through MRR grants, but Oconee's plumbing application, which included funding to replace water damaged carpet in the lobby, is still under consideration. Other projects in our Watkinsville library that are in the works or have been completed include outside painting of windows and doors, the handicapped sidewalk repair and the pad at the back door, painting parking lot lines, and improvements to the ESP Room. Projects for Bogart have also begun, or are about to, including cleaning and painting exterior trim and front door area and starting the shelving project for their workroom, at a great savings in cost too.

NEW BUSINESS

The Library newsletter has published an invitation to all interested persons to share their thoughts about the Watkinsville and Bogart facilities at a Listening session on Thursday, November 15th, in the auditorium of the Oconee County Library. Rich Clark, a local resident and public opinion specialist, will moderate. This meeting was approved by the members of the long-range planning committee, including Doris Firth, Jim White, Art Zimmerman, and Diane Bridges (of the Friends Board), to find out what the public thinks about the library as a first step in forming a new Strategic Plan for the future. What is needed is the input of people who use the library and hopefully even some who do not use the library to find out why they don't. This will be the first focus group called together to share their ideas of what a library should be or provide. No library personnel will be there to intimidate people from expressing their feelings. After this session the Strategic Planning Committee will be given the information gathered so that they can begin to formulate their future goals. It was anticipated that more than one meeting would be held to gather as much information as possible to provide the best library in the future. Other meetings could be held if people are truly interested in expressing ideas. The Strategic Planning Committee will meet again on Nov. 29th to continue their work.

Also added to new business, was a request by board member Janet Stratton on the possibility of putting some signs up on the highways and roadways to show newcomers and other guests who might be visiting where our libraries are located. Other board members agreed that adding signs

might be a good idea. Kathryn thought the idea had merit but that it would involve contacting both county and state offices for permission to do this.

Janet also spoke of the Terry College Business School presentations at the Tate Center on UGA campus on Management Ideas and Strategic Planning for non-profit organizations that library board members might be interested in attending. These seminars are offered through the Learning in Retirement series. Dr Archie Carroll was the person to contact. Janet felt that this seminar would be very beneficial to our Strategic Planning committee.

And finally Kathryn mentioned that the state libraries are asking for additional money for books from the state budget. She hopes that at the next legislative day at the capital that we can attend and that at anytime a member could do it that Bill Cowser or Bob Smith should be lobbied to support the library's need for increased funding.

Respectfully submitted,
Dorothy Peltier, Secretary, OCLB